

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 32	
2. AMENDMENT/MODIFICATION NO. 3		3. EFFECTIVE DATE September 1, 2000		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY USDA, APHIS, MRPBS, Contracting Butler Square, Fifth Floor 100 North Sixth Street Minneapolis, MN 55403		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code)		9A. AMENDMENT OF SOLICITATION NO. 80-M-APHIS-00		9B. DATED (SEE ITEM 11) 7/10/00	
		10A. MODIFICATION OF CONTRACT/ORDER NO.		10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers ☒ is extended, ☐ is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Refer to the aforementioned solicitation and amend as follows:

1. Extend the date and time for receipt of offers from 2:30 P.M., Central Time, on September 6, 2000, to 2:30 P.M., Central Time, on September 18, 2000.

2. Attachment No. 1 contains an 9 page summary of the proceedings of the pre-proposal conference that was held at the Olmsted Center, Flushing Meadow Corona Park, Flushing, New York on July 27, 2000, and resulting changes.

< See Continuation Sheet(s) >

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Robert J. Crowther Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Robert J. Crowther</i> (Signature of Contracting Officer)	16C. DATE SIGNED 9/1/00
(Signature of person authorized to sign)			

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PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE NO. 2
2. AMENDMENT/MODIFICATION NO. 3	3. EFFECTIVE DATE September 1, 2000	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) - CONTINUATION

3. Attachment No. 2 contains a revision to Part I - The Schedule, Section B - Supplies or Services and Price/Costs. Remove Page 4 of 63 and replace with Pages 4a through 4f of 63.

4. Attachment No. 3 contains a revision to Section C - Description/Specifications/Work Statement. Replace Pages 5 through 19 of 63 with the revised pages from the attachment.

A pre-proposal conference was held by the USDA, Animal and Plant Health Inspection Service (APHIS) at the Olmsted Center, Flushing Meadow Corona Park, Flushing, New York on July 27, 2000.

Attended By: Robert J. Crowther, Contracting Officer and Conference Facilitator, USDA, APHIS, MRP-BS, Minneapolis, Minnesota; Michael Stefan, USDA, APHIS, PPQ, Riverdale, Maryland; Christine Markham, USDA, APHIS, PPQ, Raleigh, North Carolina; Joseph Gittleman, USDA, APHIS, PPQ, Amityville, New York; Fiona Watt and Jacqueline Lu, City of New York Parks and Recreation; Georgia Binder, Susan Dirks; and, Bill Nastyn, New York State Department of Agriculture and Markets (NYSDAM).

The following companies were represented at the conference: Davey Tree Expert Company, Kent, Ohio and West Babylon, New York; IRA Wickes/Arborists, Spring Valley New York; Asplundh Tree Expert Company, Yaphank, New York; Bartlett Tree Experts, Elmsford, New York; and, Dom's Tree Service, Port Washington, New York.

Purpose: To provide information on the Cooperative Asian Longhorned Beetle Eradication Project and discuss USDA, APHIS contract requirements (performance work statement and solicitation terms and conditions) in detail. The conference was intended to provide interested offerors a clear understanding of APHIS' contract expectations, contract terms and conditions, evaluation criteria, and risks associated with the contract.

Questions and Answers:

- **Question:** Are we to use the prevailing wage rate, the chart referred to in Section I.4 of the Solicitation package, the occupation codes referred to in the 9 page addendum to the Solicitation (the Wage Determination from the U.S. Department of Labor, Wage and Hour Division), or what's fair and reasonable?
- **Answer:** Federal Government service contractors must comply with the provisions of the Service Contract of 1965, as amended. Therefore, if the U.S. Department of Labor, Wage and Hour Division, has an established minimum wage and fringe benefit requirement in the counties where contractual services will be required and for the class of employees proposed by the offeror for the contract, the Contractor will be required by law to pay their employees the prevailing wage rate. The Addendum referred to in the question is a wage determination, however, it's applicability depends on the employee classification of the Contractors employees chosen to work on the contract. Section I.4 is for information only. The clause identifies the classes of service employees expected to be employed by the Contractor and states the wages and fringe benefits payable to each *if they were employed by the Federal Government (the Contracting Agency)*.
- **Question:** Regarding the request for climbers, are you asking that bids be submitted at a per man hour price based on the number of climbers that the bidder feels it will take to inspect 32 trees per day?

Tree Surveying for Signs of ALB Infestation - New York

- Answer: No. Pricing shall be established on a firm, fixed-price basis. The hourly/daily rate shall include “all” costs associated with performing the requirements of the solicitation including, but not limited to, the cost of labor.
- Question: Is the “estimated quantity” of 200 in Section B the estimated number of days crews are required to inspect? .
- Answer: The estimated 200 days shown in Section B was intended to represent the estimated number of work days (Monday through Friday except for National Holidays) during the effective period of the contract. There are an average of 20 potential work days (Monday through Friday) in a month, and 240 potential work days in a year, or in this instance, contract period. Forty (40) days were subtracted to allow for weather delays other unknown factors.
- Question: Will there be allocations made for situations where crews must “go back” to an area to inspect trees that were otherwise inaccessible the first time through?
- Answer: Not necessarily. It depends on the circumstances. Offerors are advised to address this issue in their technical proposal. Explain how your company might handle this situation.
- Question: Regarding the estimated quantity of 200 trees per day - Is the minimum an absolute minimum per Contractor? For example, should a Contractor only be able to gear up 3 or 4 crews @ 30 trees per crew per day, will this constitute a “non-responsive” bid? How many Contractors are expected to be on contract?
- Answer: No. A bid (or in this instance, a proposal) would not be considered nonresponsive based on this issue alone, but it could have an affect on an offerors ability to perform the services required of the contract at the productivity and quality levels required by APHIS and State and Local Cooperators. It could also have an effect an offerors rating and ranking. For New York, the absolute minimum productivity requirement is 232 trees per day (i.e. 200 bucket crew, 32 tree climbers, etc.). APHIS does not have a minimum requirement for the number and type of crews required to perform contract services. Offerors are to propose a cost effective and efficient method of accomplishing the minimum performance requirements of the contract. Subcontracting is an option, but is limited. The prime must perform 50% or more of the services themselves. At the time of the pre-proposal conference, two contracts were anticipated; one for the Long Island, Amityville, and Islip areas, the other for the New York City area, and the minimum productivity requirements for each contract was 232 trees per day. This has since changed. Refer to the revised PWS - Attachment No. 3 to this solicitation.
- Question: What if an area limits the ability of the Contractor to meet their minimum productivity standards?

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- Answer: The Contracting Officer (CO) may reduce, or waive, the deduction fee if the cause of the Contractor's failure to meet the minimum productivity requirements are due to an excusable delay, or otherwise determined by the CO to be beyond the Contractor's control.
- Question: Are binoculars required for bucket crews only? Size suggestion 10x50?
- Answer: No. All employees performing tree surveying services will need binoculars or something comparable to improve vision capabilities. The Contractor shall use their own discretion in choosing the right size binoculars for the job.
- Question: Regarding Department of Labor (DOL) wage rates and fringe benefits, and the wage list provided on Page 30, Section I.4, are these wages representative of the minimums? If not, what do they represent beyond "information only"? Is this a certified payroll job?
- Answer: Again, the Contractor is required to comply with the requirements of the Service Contract Act of 1965, as amended. Section I.4 identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each "if" they were employed by the U.S. Government. It is provided for information purposes only and is not a wage determination. However, a current wage determination was included as an attachment to the solicitation. The positions (employee classifications) identified in the wage determination may or may not be the same as the employee classifications the Contractor may choose to work on the contract. APHIS does not require a certified payroll, however the DOL, and the Service Contract Act may. Offerors are encouraged to contact the local U.S. Department of Labor, Wage and Hour Division, for information on applicable wage rates and payroll record keeping. If the U.S. Department of Labor does not have an applicable wage determination, State, City or County minimum wage and fringe benefits will apply. In the event, the DOL established a minimum wage and fringe benefit requirement after the contract is awarded, the Contractor would need to pay contract employees accordingly.
- Question: Regarding the disinfection of tools - What is your suggested material (Lysol, bleach spray, other)?
- Answer: The objective is to avoid the spread of disease. Ten (10) percent bleach, 90% water solution was discussed but there is no known regulatory requirement. Since the contract is intended to focus on "what" needs to be done (the end results), offerors are instructed to "tell us" in their technical proposal how they would propose to disinfect their tools and equipment to avoid the spread of disease.
- Question: Regarding the ALB survey and ID course - What is length of the course? Is it billable to USDA?

- Answer: Approximately 2 to 8 hours. The time for attendance of the initial course is considered part of the work day and is billable at contract rates. Additional training that may be required to train new employees, or substitutions of personnel, will not be reimbursed to the Contractor.
- Question: Regarding the Contractors Project Manager - Can this requirement be met by one of the working foreman?
- Answer: Yes, if that's what an offeror chooses to do. Offerors are required to submit a "detailed work plan" explaining how they plan to manage, organize, and accomplish each aspect of the performance work statement in Section C of the Solicitation. APHIS will rate and rank proposals (an offerors qualifications and technical approach) in accordance with the evaluation criteria in Section M. The Contractor chosen will be the responsive and responsible offeror whose technical approach, qualifications of key personnel, prior organizational experience, past performance, and cost, represent the best value to the Government.
- Question: Regarding removal of suspected infested material (i.e., Section VIII, Condition of Equipment, and Section XVII, Clean-Up and Disposal of Debris), what will be the method of disposal? Will a chipper on site be required? Where will debris be taken? How large must the sample be, if required, for the confirmation of exit holes? Additionally, should a large limb require a time consuming removal procedure, will this be held against the minimum inspection requirement? Are lowering devices required? If so, please specify.
- Answer: The Contractor is required to cleanup and restore work areas to the same condition they were in prior to the start of work, and dispose of all debris. A chipper will be required for this purpose. Branches, or other debris, that are knocked down by bucket trucks or climbers, or otherwise fall during the performance of this contract, shall be chipped by the Contractor on-site to 1/2" or smaller, and disposed of in accordance with Federal, State, and local laws, regulations, and procedures. Lowering devices are not required. The City of New York, or Cooperative Asian Longhorned Beetle employees, will remove trees and infested material when required. For confirmation of exit holes, refer to bucket truck and climber inspection survey protocols, Sections X and XII of the PWS, respectively. It states that if an oviposition site is discovered, remove the suspected section of bark by cutting a square area of bark of a minimum of 1" around the suspected oviposition site to a depth that reached the cambial layer.
- Question: Who is responsible for pre-notification and permission from property owners for access to trees on private property?
- Answer: This will be handled by APHIS, State/City of New York, and/or Local Cooperators.

- Question: Regarding Section XX, Contractor Performance Standards, Pages 13 and 14 - Should "bucket crew" read "bucket crews" and "climbing crew" read climbing crews?
- Answer: Yes. Any reference to climbing crew(s) refers to the climbers.
- Question: Regarding Section XXIII, Contractors Representative - Can this individual be represented by one of the working foreman? If not, would you prefer to see this individual billed separately or should he/she be incorporated into the composite daily/hourly rate?
- Answer: Perhaps. Tell us in your technical proposal how you plan to manage, organize, and accomplish the requirements of the PWS. Your proposal will be rated and ranked in accordance with the evaluation criteria in Section M. All costs, including the cost of labor, shall be factored into the proposed fixed-price rate and included in the cost breakdown.
- Question: Please elaborate on the preferred type of references? Would this include municipal contract/utility contracts? Would prior work performed on the ALB project be appropriate? Would prior recent Government contracting be preferable?
- Answer: Offerors shall provide a list of all related work performed during the past 12 months. The reference may include, but should not be limited to, municipal and/or utility contracts, work performed on the Asian Longhorned Beetle Project, or prior recent Government contracts.
- Question: Please elaborate on the significance of award preference to HUBZone small businesses, small disadvantaged businesses, and woman-owned small businesses.
- Answer: To provide preference to HUBzone small businesses and small disadvantaged businesses, APHIS will add up to 20% (10% for HUBzone small businesses and 10% for small disadvantaged businesses) to the a large business pricing proposal for evaluation purposes. Since technical factors will be considered in addition to cost in determining the best value to the Government, the affect of applying the evaluation factors is unknown at this time.
- Question: Regarding Section XI, Marking of Vehicles - Will magnetic signage be deemed responsive?
- Answer: Yes. Provided the signs are legible at approximately 20 feet and of professional quality.

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- Question: Regarding Section XX, Performance Standards, specifically as it relates to “Deduction Fees”, can trees be banked one day to the next? In other words, can an inspection completion of 28 trees made on Monday be redeemed by making 32 tree inspections on Friday?
- Answer: No. However, offerors have the right to submit an alternative proposal “in addition” to their original proposal. Consideration will be given to an alternate proposal only when it is received from an offeror whose original proposal is included in the competitive range. The competitive range will consist of the proposal or proposals rated and ranked the highest and determined by the Contracting Officer to have a realistic chance of winning the contract award. APHIS is considering a change to the PWS in the area of minimum performance standards, incentives, and deductions. However, in the interim, offerors are advised to base their proposals on the written language of the Solicitation in its present form. Any changes made to the Solicitation “prior to the date and time scheduled for receipt of offers” will be conveyed to companies on the APHIS bidder’s list via an amendment to the solicitation.
- Question: Will time/production reports be provided by USDA?
- Answer: Yes. APHIS will create a template for time/production reporting purposes.
- Question: Will there be a staging area for bucket trucks?
- Answer: Not at this time. However, APHIS will pursue this matter with State and Local Officials.
- Question: Does the Contractor have to cut an infested limb?
- Answer: No. Infested material will be removed by USDA employees, or Cooperator employees. The Contractor will, however, be required to remove the bark, cut a square around the infested area deep enough to include the cambium. Signs of infestation must be kept intact.
- Question: Are Contractor employees required to carry identification?
- Answer: Yes. Contractor employees are required to carry identification. A photo identification card/badge is required for all contract employees. A uniform (i.e. Shirt, etc.) with the Contractors name and/or logo on it is suggested in addition to employee identification.
- Question: Is the minimum productivity requirement of 232 applicable to each contract to be awarded?

Answer: Yes. All the terms and conditions of the Solicitation, including the minimum productivity requirements and incentive and deduction schedules, apply to all contracts awarded.

Changes: Refer to the aforementioned solicitation and note the following changes. Except as provided herein, all other terms and conditions of the aforementioned solicitation and amendments 1 and 2, as heretofore changed, remains unchanged and in full force and effect.

1. Refer to Section B - Supplies or Services and Prices/Costs. Please remove Page 4 of 63 from the Solicitation and replace them with Pages 4a through 4f of 63 - Attachment No. 2 to this amendment. *Offerors must identify in their proposals the location(s) they wish to receive consideration on, the key personnel designated to each of the locations, and provide separate cost or pricing (business proposals).*
2. Refer to Section C - Description/Specifications/Work Statement - Performance Work Statement (PWS). Please remove Pages 5 through 19 of 63 from the Solicitation and replace them with the revised Pages 5 through 19 of 63 - Attachment No. 3 to this amendment.
3. Add Section I.8 to the Solicitation - Subcontracting.

As a condition of award of a contract resulting from this Solicitation, large business concerns (as defined elsewhere in this Solicitation) must submit an acceptable subcontracting plan in accordance with the requirements of Federal Acquisition Regulation (FAR) 19.7 (and Section 8(d) of the Small Business Act (15 U.S.C. 637(d)). The following USDA subcontracting percentage goals must be acknowledged and incorporated into the plan. Failure to submit an acceptable subcontracting plan may render a large business concern nonresponsive and ineligible for award.

▪ Small Business	23%
▪ Woman-Owned Small Business	5%
▪ Small Disadvantaged Business	5%
▪ HUBZone	2%

4. Add the following to Section L.3 - Instructions to Offerors.

Offerors shall submit an original and four (4) copies of a technical proposal and an original and one (1) copy of a business proposal.

- The technical proposal shall provide as much information as the offeror considers necessary for the Government to evaluate the Contractor's understanding of the services required by the contract and the Contractor's ability to perform those services as specified. The technical proposal shall not include cost or pricing information. Cost and/or pricing information shall be provided in the business proposal. Failure to separate cost or pricing information from the technical

proposal, or failure to submit the specified number of proposals, will render an offer nonresponsive and ineligible for award.

The technical proposal shall contain a “detailed work plan (DWP)” describing the offerors technical approach. The DWP shall explain how the offeror plans to manage, organize, and accomplish each aspect of the “performance work requirements” of Section C of this Solicitation. Proposals which merely state the ability to perform the tasks specified in the PWS without explaining how it will be managed, organized, or accomplished will be rejected. All “key personnel”, including those of proposed subcontractors, are to be identified and their proposed roles and responsibilities for the contract clearly defined. Technical proposals shall information on the background, education/training, and experience of key personnel designated that is suitable for evaluation. Failure to do so may render an offer nonresponsive and ineligible for award.

- The business proposal shall contain a complete cost breakdown supporting the firm, fixed-price daily/hourly rates proposed for the contract. The cost breakdown shall be consistent with the offerors “detailed work plan” by identifying all costs associated with performing the requirements of the contract in accordance with the offerors proposed plan (technical approach). At a minimum, the cost breakdowns shall include labor costs (projected hourly wage and fringe benefits, work hours, etc.), material and equipment costs, built in risk factors, general and administrative expenses, profit, etc.
5. Refer to Section M - Evaluation Factors for Award, and Section M.2 - Evaluation Criteria and amend a follows:
- a. Replace paragraph 1 and 2 with the following:
 - The Government anticipates awarding up to 5 contracts in response to this solicitation. Award will be made to the responsive and responsible offeror whose proposal fully conforms to solicitation requirements and represents the **best value** to the Government, technical quality, cost or price, or other price related factors considered. For the purpose of this solicitation, technical quality will consist of the qualifications of key personnel (including subcontractor personnel), prior organizational experience, past performance, and the offerors *technical approach (detailed work plan of how they propose to accomplish PWS)*.
 - *Of the technical qualification factors, the qualification of key personnel and prior organizational experience are equally weighted and more important than past performance and the offerors technical approach, which are also equally weighted. The combined weighted value of these technical quality factors is significantly more important than cost or and price and other price related factors. Cost or price and other price related factors carries no weighted value.*

- b. Add paragraph 4 - Technical Approach
- Detailed work plans will be evaluated for responsiveness to solicitation requirements. Preference will be given to plans that offer an innovative and cost effect approach for maximizing productivity (number of trees surveyed) and quality (number of positive signs of ALB infestation).

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCHEDULE OF ITEMS - BASE PERIOD - New York County (including Manhattan and the Islands in the East River.

Base Period: October 1, 2000, or date of award, whichever is later, through September 30, 2001.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
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Tree Inspection (surveying) Services
For the Detection of Asian Longhorned
Beetle (ALB) in accordance with PWS
in Section C.

1a.	Daily Rate	200	Days	\$____	\$____
1b.	Hourly Rate	-	Hour	\$____	
1c.	Overtime Rate	-	Hour	\$____	

B.2 SCHEDULE OF ITEMS - OPTION PERIOD 1 - New York County (including Manhattan and the Islands in the East River.

Option Period 1: October 1, 2001 through September 30, 2002.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
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Tree Inspection (surveying) Services
For the Detection of Asian Longhorned
Beetle (ALB) in accordance with PWS
in Section C.

2a.	Daily Rate	200	Days	\$____	\$____
2b.	Hourly Rate	-	Hour	\$____	
2c.	Overtime Rate	-	Hour	\$____	

B.3 SCHEDULE OF ITEMS - BASE PERIOD - Kings County, New York.

Base Period: October 1, 2000, or date of award, whichever is later, through September 30, 2001.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
3a.	Daily Rate	200	Days	\$_____	\$_____
3b.	Hourly Rate	-	Hour	\$_____	
3c.	Overtime Rate	-	Hour	\$_____	

B.4 SCHEDULE OF ITEMS - OPTION PERIOD 1 - Kings County, New York

Option Period 1: October 1, 2001 through September 30, 2002.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
4a.	Daily Rate	200	Days	\$_____	\$_____
4b.	Hourly Rate	-	Hour	\$_____	
4c.	Overtime Rate	-	Hour	\$_____	

B.5 SCHEDULE OF ITEMS - BASE PERIOD - Queens County, New York (East of Van Wyck Expressway)

Base Period: October 1, 2000, or date of award, whichever is later, through September 30, 2001.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
5a.	Daily Rate	200	Days	\$_____	\$_____
5b.	Hourly Rate	-	Hour	\$_____	
5c.	Overtime Rate	-	Hour	\$_____	

B.6 SCHEDULE OF ITEMS - OPTION PERIOD 1 - Queens County, New York (East of Van Wyck Expressway)

Option Period 1: October 1, 2001 through September 30, 2002.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
6a.	Daily Rate	200	Days	\$_____	\$_____
6b.	Hourly Rate	-	Hour	\$_____	
6c.	Overtime Rate	-	Hour	\$_____	

B.7 SCHEDULE OF ITEMS - BASE PERIOD - Queens County, New York (West of Van Wyck Expressway)

Base Period: October 1, 2000, or date of award, whichever is later, through September 30, 2001.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
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Tree Inspection (surveying) Services
For the Detection of Asian Longhorned
Beetle (ALB) in accordance with PWS
in Section C.

7a.	Daily Rate	200	Days	\$____	\$____
7b.	Hourly Rate	-	Hour	\$____	
7c.	Overtime Rate	-	Hour	\$____	

B.8 SCHEDULE OF ITEMS - OPTION PERIOD 1 - Queens County, New York (West of Van Wyck Expressway)

Option Period 1: October 1, 2001 through September 30, 2002.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
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Tree Inspection (surveying) Services
For the Detection of Asian Longhorned
Beetle (ALB) in accordance with PWS
in Section C.

8a.	Daily Rate	200	Days	\$____	\$____
8b.	Hourly Rate	-	Hour	\$____	
8c.	Overtime Rate	-	Hour	\$____	

B.9 SCHEDULE OF ITEMS - BASE PERIOD - Long Island, New York

Base Period: October 1, 2000, or date of award, whichever is later, through September 30, 2001.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
9a.	Daily Rate	200	Days	\$_____	\$_____
9b.	Hourly Rate	-	Hour	\$_____	
9c.	Overtime Rate	-	Hour	\$_____	

B.10 SCHEDULE OF ITEMS - OPTION PERIOD 1 - Long Island, New York

Option Period 1: October 1, 2001 through September 30, 2002.

<u>ITEM NO.</u>	<u>BRIEF DESCRIPTION OF SERVICE</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT OF ISSUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
	Tree Inspection (surveying) Services For the Detection of Asian Longhorned Beetle (ALB) in accordance with PWS in Section C.				
10a.	Daily Rate	200	Days	\$_____	\$_____
10b.	Hourly Rate	-	Hour	\$_____	
10c.	Overtime Rate	-	Hour	\$_____	

Note: Offerors shall factor all costs required to perform contract services at the minimum productivity and quality levels specified for this contract. These costs shall be incorporated into a firm , fixed-price daily, hourly, and overtime rate. Hourly rates shall be 1/8th the daily rate; overtime (which includes weekends and holidays) shall be at time and a half. It is anticipated Contractors will be required to work 5 full, 8 hour days, Monday through Friday,

*throughout the contract period, including renewal option period if option is exercised.
However, partial workdays (less than 8 hour days) will be paid at the hourly rate.*

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT**PERFORMANCE WORK STATEMENT****I. BACKGROUND**

The Asian longhorned beetle (ALB), *Anoplophora glabripennnis* (Motschulsky), currently infests several areas in the States of New York and Illinois. The ALB bores into and kills a variety of tree species including species of maple, elm, ash, horsechestnut, birch, poplar, and willow. This nonnative pest has the potential to spread to other areas of the United States and cause extensive losses to ornamental and commercial tree species. As a consequence, the Secretary of Agriculture has declared an emergency and is committing resources to eliminate ALB and restore the urban forest.

The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), in conjunction with New York officials, is conducting a tree surveying program for the detection of ALB in New York City on host trees for signs of ALB infestation. The surveys may require the use of bucket trucks, tree climbers, or any other means to thoroughly inspect trees for signs of infestation on public and private property.

II. SCOPE OF WORK

APHIS intends to award *five (5)*, firm, fixed price contracts for tree surveying services in the State of New York *from proposals received in response to this “request for proposals (RFP)”*. They are as follows: (1) New York County (including Manhattan and the Islands located in the East River; (2) Kings County; (3) Queens County (East of Van Wyck Expressway); (4) Queens County (West of Van Wyck Expressway; and (5) Long Island.

The effective period of the contracts shall be *October 1, 2000, or date of award, whichever is later*, and remain in effect through September 30, 2001. APHIS will have a unilateral option to extend the effective period *of each contract awarded* for 1 additional year through September 30, 2002.

III. CONTRACTOR PERFORMANCE REQUIREMENTS

The Contractor shall provide all personnel, labor, supervision, supplies (i.e. binoculars, hand tools, etc.), facilitating equipment (i.e. climbing gear, bucket trucks, etc.), and associated materials required for the survey and detection of ALB, in accordance with this “performance work statement (PWS)”. The contract price shall include all costs associated with the performance of, any and all, tree surveying in the State of New York, including but limited to, furnishing and transporting all personnel and equipment to the work site, providing bucket truck and tree climbing crews, certifications, including (i.e. line-clearance certifications, rail roadway worker protection - CFR 49 C.F.R. 214, etc.), and other equipment and supplies), insurance, licenses, state bonding, permits, fees, tolls, general and administrative expenses, and other such costs normally required to perform the services specified herein.

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In general, work shall proceed in designated survey areas on a block-by-block basis, inspecting ALB host species only (i.e. maple, elm, ash, horsechestnut, birch, poplar, and willow) as designated by the COR, or his/her designee. The survey (inspection of trees) shall include trees located along streets, boulevards, backyards, parklands, railroad right of ways, cemeteries, etc.

Work shall be performed in a professional manner and in accordance with the most current revision of the American National Standards for Tree Care Operations: Tree, Shrub, and other Woody Plant Maintenance and Standard Practices A-300-1995 and Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush - Safety Requirements Z133.1-1994, published by the American National Standards Institute (ANSI). Copies of both are attached.

Contractors shall comply with Federal and State Department of Agriculture regulations for plant pest control. In general, New York State Department of Agriculture regulations requires Contractors operating in infested areas to thoroughly clean all equipment units before moving to non-infested areas. Cutting tools shall be disinfected after each use and before using on another tree. QUARANTINE AREA PROVISIONS: The Contractor must review and abide by the description of the Asian Longhorned Beetle Quarantine as presented in the attached publication entitled RULE MAKING ACTIVITIES, New York State, Department of Agriculture & Markets, EMERGENCY RULE MAKING. The Contractor must work under a compliance agreement with the Asian Longhorned Beetle Eradication Project. Full information can be obtained from Federal and State Pest Control personnel.

The Contractor shall comply with the United States Department of Labor (DOL), "Occupational Safety and Health Administration," Regulations Volume 36, Number 105, and the New York State Department of Labor, Board of Standards and Appeals, Part 3 of Title 12 of (cited as 12 NYCRR/3), commonly known as "Industrial Code Rule 3", applicable DOL wage rates and fringe benefits, U.S. Immigration and Naturalization Service laws, and all other rules and regulations as may be applicable, and local safety requirements, including but not limited to tree climbing, use of bucket trucks, traffic safety, traffic lane closures, etc.

Performance shall be in accordance with the Contractor Performance Standards of this contract.

IV. MANDATORY ALB SURVEY AND IDENTIFICATION COURSE

Each employee to work on this contract as a tree surveyor must participate in an Asian Longhorned beetle survey and identification course to be given upon award of contract by the New York State Department of Agriculture and Markets. No employee shall survey trees under this contract without having taken this class. The Contractor must allocate at least six (6) employees to participate in this special training class before the contract

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

begins.

V. CONTRACT WORK HOURS

The work day shall begin at the “time of arrival at the work site” and exclude lunchtime. Work days shall primarily consist of an 8-hour work day (plus a 1/2 hour lunch break), 40 hours per week, Monday through Friday, between the hours of 7:30 A.M. and 4:00 P.M., except for legal holidays, unless otherwise notified by the CO or COR that overtime, weekend, or holiday work are required, or work is suspended due to adverse weather conditions. Work hours may be adjusted upon mutual agreement of the COR and Contractors Project manager. The agreement shall be in writing, signed by both parties, and forwarded to the CO for the official record.

Work days may be affected by weather conditions or equipment malfunction. Signs of ALB infestation are not visible on wet trees. However, crews can, and are expected to work in mist, rain, and snowy conditions unless work is suspended by the COR. The Contractor will be reimbursed “only” for actual work time.

VI. RATES FOR SERVICES RENDERED

The Contractor shall be paid in accordance with the contract rates schedule established for this contract. Payment will be made only for services rendered that meet the minimum quality and performance requirements of the PWS. A daily rate will be used to reimburse the Contractor for working a standard 8 hour day plus lunch break. Less than 8 hours will be reimbursed at an hourly rate, and overtime (each hour worked over the standard 40-hour work week) will be reimbursed at time and a half prorated to the quarter hour. Overtime must be approved by the COR.

VII. IMPORTANCE OF STARTING AND FINISHING ON TIME

There are numerous biological, entomological and physical factors that determine the time and method of survey. Starting and completing surveys on time are critical to the success of the ALB eradication project. The Contracting Officer may deduct from money due the Contractor, equitable compensation for failure to complete the minimum number of trees to be surveyed, or for failure to report and start on-time, or for leaving a survey area early (i.e. before survey site has been restored to original conditions, and/or the Contractor, and/or Subcontractor employees, are otherwise released for the day by the COR, or designated Government Inspector. **Refer to Section XX, Contractor Performance Standards, of this PWS.**

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT**VIII. CONDITION OF EQUIPMENT**

The Contractor shall ensure that all supplies, equipment and materials required for use in the performance of this contract are in good operating condition. Equipment that is in unsatisfactory condition, or otherwise determined by the COR or Government Inspector to be unsuitable for safe and efficient performance of the services required of this contract shall not be used, or promptly removed from the work site and replaced with supplies, equipment and material that are in good operational condition. Equipment failure is not an acceptable cause for performance delays.

Worn, lost, or unserviceable supplies, materials, or equipment shall be repaired or replaced so as to be ready to work at the start of the next shift. Climbing and bucket truck crews shall have necessary equipment on hand for removal of suspected points of infestation. The equipment includes, but is not limited to, aerial lifts, knives, wood chisels, hammers, hand saws, pole saws, and chain saws, rope for lowering samples if required, and tree wound dressing.

IX. DOCUMENTATION/REPORTING REQUIREMENTS

The Contractor's Project Manager shall meet with the (COR) weekly (at a minimum) to schedule work site assignments (areas to be surveyed). Contractor personnel shall report in a timely manner, ready and properly equipped to work.

The Contractor shall document each day's work and provide this documentation to the COR within 24 hours of completion (before the end of the following work day). The following minimum information shall be included in the daily report: address/location of trees surveyed, date and time of survey, survey method (i.e. bucket truck, tree climber, etc.), tree species, and diameter at breast height.

X. BUCKET TRUCK INSPECTIONS - SURVEY PROTOCOL

Bucket truck crews shall inspect for the following evidence (refer to "pest alert") which is included as an attachment to this solicitation):

- Oviposition sites, photo #2
- Exit holes, photo #5
- Coarse sawdust at crotches, collars, or at the base of the tree, photo #4
- Oozing sap, photo #3
- Adult beetles during flight season, June through November, photo #1

Host trees shall be examined in the following manner (refer to "tree diagram - parts of tree" included as an attachment to this solicitation). If evidence of infestation is detected, bring it to

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the attention of the Government inspectors for verification.

- Take the bucket above the canopy of the tree. When possible, position bucket with the sun at the back of the bucket operator. Carefully examine the branches visually, using the naked eye, and with binoculars. Begin with the main leader, working your way out from the crotches and collars along the scaffold branches to the branches, crotches and collars. Examine any suspicious area with binoculars at first, then maneuver the bucket right up near the site as necessary to get a closer look.
- Move to the inside center of the canopy and continue to examine upper and lower surfaces of the scaffold branches, branches, main leaders, crotch and collars. (Using the same protocol as in the previous bullet.)
- Continue the inspection of the tree by moving to all sides of the canopy as necessary to complete a thorough inspection. The time required for inspection may increase when foliage is present.
- If a suspected oviposition site is discovered, remove the suspected section of bark by cutting a square area of bark of a minimum of 1" around the suspected oviposition site and to a depth that reaches the cambial layer. This section needs to be carefully excised to preserve the suspected site and underlying evidence. The excised site should then be delivered to the Government inspector for confirmation.
- If signs of tunneling are observed, the Government inspector is to be notified as soon as practical and samples of the frass will be collected for examination by the Government inspector.
- If adult beetles are found, the Contractor shall collect the adult beetle and store it in an enclosed container for identification by the Government inspector as soon as practical.
- If exit holes are observed, the Government inspector is to be notified as soon as practical.
- If no evidence of infestation is found, move to the next tree.
- Document inspections daily.

XI. MARKING OF VEHICLES

The Contractor shall have two (2) signs secured to each vehicle used during the performance of this contract. *The signs shall be clearly legible at approximately 20 feet, with green lettering on a white background, and include the following official reading:*

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**ASIAN LONGHORNED BEETLE COOPERATIVE ERADICATION PROGRAM
BY ORDER OF NEW YORK STATE
DEPARTMENT OF AGRICULTURE & MARKETS
1-800-554-4501
CITY OF NEW YORK, PARKS & RECREATION
USDA, ANIMAL AND PLANT HEALTH INSPECTION SERVICE**

The Contractors name, address and telephone numbers shall be legibly printed on both truck doors. Material for the signs shall be plywood, tempered masonite or metal, and be of professional quality.

XII. CLIMBER INSPECTIONS - SURVEY PROTOCOL

Climbing crews shall inspect for the following evidence of infestation (refer to “pest alert”) which is included as an attachment to this solicitation):

- Oviposition sites, photo #2
- Exit holes, photo #5
- Coarse sawdust at crotches, collars, or at the base of the tree, photo #4
- Oozing sap, photo #3
- Adult beetles during flight season, June through November, photo #1

Host trees shall be examined in the following manner (refer to “tree diagram - parts of tree” included as an attachment to this solicitation). If evidence of infestation is detected, bring it to the attention of the Government inspectors for verification.

- Tree Climbing shall be accomplished with the use of ropes and saddles. Climbing spikes are prohibited. **The unauthorized use of climbing spikes, under any circumstance, may be grounds for termination of the contract for reason of default.**
- Beginning with the main leaders, carefully examine all scaffold branches and branches.
- Climber shall move throughout the canopy searching for any evidence of infestation.
- If an oviposition site is discovered, remove the suspected section of bark by cutting a squares area of bark of a minimum of 1” around the suspected oviposition site and to a depth that reaches the cambial layer. This section needs to be carefully excised to preserve the suspected site and any underlying evidence. The excised site shall then be delivered to the Government inspector for confirmation.
- If signs of tunneling are observed, the Government inspector shall be notified as soon

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- as practical and samples of the frass will be collected for examination by the Government inspector.
- If adult beetles are found, the Contractor shall collect the adult beetle and store it in an enclosed container for identification by the Government inspector as soon as practical.
- If exit holes are observed, the Government inspector is to be notified as soon as practical.
- If no evidence of infestation is found, move to the next tree.
- Document inspections daily.

XIII. CREW CONFIGURATIONS/MINIMUM PERFORMANCE REQUIREMENTS

The Contractor is expected to complete all survey work required by this contract as expeditiously as possible without sacrificing the quality of the inspection. The Contractor has the option to utilize the same personnel for bucket and climbing crews provided they comply with the minimum qualifications and productivity requirements of this contract. *The Contractor shall determine the appropriate mix of bucket crew and climbing crew required to perform contractual services at specified performance levels. The mix may vary depending on the area to be inspected. Manhattan has approximately 75% private trees and 25% street trees. The survey area covers approximately 23 square miles. Kings County has approximately 50% private trees and 50% street trees. The survey area covers approximately 18 square miles. Queens County has approximately 50% private trees and 50% street trees. The survey area for western Queens County is approximately 33 square miles. Eastern Queens County is approximately 27 square miles. Long Island has approximately 75% private trees and 25% street trees. The survey area for Long Island is approximately 36 square miles.*

Refer to “Contractor Performance Standards” for contract performance requirements, incentive bonus opportunities, and deduction penalties for failure to meet daily performance minimums. Failure to meet performance standards may result in the termination of the contract for reason of default in addition to deduction penalties assessed.

XIV. COR/GOVERNMENT INSPECTORS SURVEY PROTOCOL

The COR and/or Government Inspectors will inspect for the following evidence of infestation (refer to “pest alert”) which is included as an attachment to this solicitation):

- Oviposition sites, photo #2
- Exit holes, photo #5
- Coarse sawdust at crotches, collars, or at the base of the tree, photo #4

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- Oozing sap, photo #3
- Adult beetles during flight season, June through November, photo #1

The Government Inspector shall examine all host trees in the following manner (refer to “tree diagram - parts of tree” included as an attachment to this solicitation):

- The Government Inspector will work ahead of the bucket truck and climbing crews, inspecting all host trees from the ground. If an infested tree is identified, the Government inspector completes the appropriate report and notifies the bucket truck or climbing crew that the tree is positive and does not require further inspection.
- Keep all survey records for positive and negative surveys.
- Make contact with the homeowners to gain access for ground survey and for the climbing crew.
- Confirm all infestations identified by the bucket crew or climbing crew and complete the appropriate reports for ALB infested trees.
- Obtain a signed release from the homeowner of an infested tree.

XV. NOTIFICATION TO GOVERNMENT AGENCIES AND UTILITY COMPANIES

The Contractor shall cooperate with City Agencies and utility companies to ensure that service is not disrupted. The Contractor is responsible for giving prior notification to all City Agencies and utility companies whose services may be impacted by the work.

XVI. ACCESS TO WORK SITES

Work sites shall be accessed from public roadways. **No thoroughfare of any kind shall be closed without the written consent of the proper authorities.** The Contractor shall, without additional cost to the Government, prevent traffic interference by erecting barricades, or by placing lights, warning signs, cones, flags, etc., in accordance with State and local rules and ordinances. The Contractor shall not block driveways, or inconvenience property owners, and the general public in any manner. APHIS will notify affected property owners or residents of the survey work being performed. Permission must be obtained in advance for the placement of equipment and/or personnel on private property.

XVII. CLEAN-UP AND DISPOSAL OF DEBRIS

Work areas shall be restored to their original condition upon completion of survey work. The Contractor shall clean up work areas daily, and remove any soil, brush and debris, etc.,

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created while performing the work required by this contract. The Contractor shall sign a compliance agreement with regard to handling and disposal of regulated articles, including, but not limited to, branches, tree limbs, brush, etc., from regulated areas, and abide by Federal and State Agriculture regulations concerning the proper disposal of host material in the quarantine areas.

XVIII. PRECAUTIONS/PUBLIC RELATIONS

All work shall be performed in a professional manner, and in accordance with the most recent revision of the American National Standards for Tree Care Operations: Tree, Shrub, and other Woody Plant Maintenance and Standard Practices A-300-1995 and Pruning, Trimming, Repairing, Maintaining, Removing Trees, and Cutting Brush - Safety Requirements Z133.1-1994, published by the American National Standards Institute (ANSI), and applicable Occupational Safety and Health Administration (OSHA) regulations. Precautions shall be taken against injury to all persons engaged in the work of any contract awarded to the Contractor by APHIS, the general public (including animals) and damage to property. Work shall be completed without inconvenience or disruption to the general public and property owners, and work sites restored to original condition.

It is essential for all employees of the Contractor, and their subcontractors, to display a positive image of USDA, and the State of New York, by ensuring that their employees, and the employees of their subcontractors, maintain favorable relations with the general public. Personnel must be courteous in their dealings with property owners. Work shall be performed with due care taking precautions against injury to persons or animals, damage to property, and interference with vehicular or pedestrian traffic. The Contractor shall protect against damage to all existing trees, plants, grass, vegetation, and other fixtures. The Contractor shall restore to the condition existing prior to tree surveying operations all areas of paving, lawns, walkways, sidewalks, fixtures, fences, etc., damaged, dirtied, altered, or displaced by treatment work.

All personnel working for the Contractor, and their subcontractors, must carry identification at all times documenting employment by the Contractor. Personnel shall wear either a company uniform or insignia visible to the public.

XIX. CONTRACTOR LIABILITY

The Contractor is liable for any damages, losses, or injuries to people, property, and animals, which occur as a result, directly or indirectly, from its work performed while under contract with APHIS. The Contractor shall immediately notify the COR, and/or the Contracting Officer, of any damages, losses, or injuries occurring during the performance of any contract with APHIS.

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XX. CONTRACTOR PERFORMANCE STANDARDS

Contractor performance will be monitored throughout the effective period of the contract. The Contractor will be measured based on the following criteria:

PERFORMANCE ELEMENT	PERFORMANCE STANDARD	MAXIMUM ERROR RATE OR PERFORMANCE REQUIREMENT	METHOD OF SURVEILLANCE
<u>Number of Trees Surveyed</u>			
<i>Number of Trees Surveyed</i>	<i>Minimum of 1,160 Trees Surveyed per Week for each contract awarded.</i>	0 Tolerance	On-Site Monitoring by USDA/Cooperative ALB Project Employees and Review of Daily Reports

Note: *The Contractor shall determine the appropriate mix of bucket and climbing crew required to perform contractual services at specified performance levels. The mix may vary depending on the area to be surveyed*

Incentive Bonus

Positive Identif- cation of Infested Host Trees	The Contractor may earn a \$25.00 incentive bonus for each host tree surveyed that is positively identified for ALB provided they have completed surveying the required <i>1,160 tree minimum weekly Productivity requirement. Maximum incentive bonus that may be earned per week shall not exceed \$1000.00 per contract awarded.</i>		
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Deduction Fees

<i>2% Deduction From Moneys Due</i>	N/A	<i>1,120 - 1,149 Trees Surveyed in a Week</i>	On-Site Monitoring by USDA/Cooperative ALB Project Employees and Review of Daily Reports
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<i>5% Deduction From Moneys Due</i>	N/A	<i>1,090 - 1,119 Trees Surveyed in a Week</i>	On-Site Monitoring by <i>USDA/Cooperative ALB Project Employees</i> and Review of Daily Reports
<i>10% Deduction From Moneys Due</i>	N/A	<i>1,070 - 1,089 Trees Surveyed in a Week</i>	On-Site Monitoring by <i>USDA/Cooperative ALB Project Employees</i> and Review of Daily Reports
<i>25% Deduction From Moneys Due</i>	N/A	<i>1,040 to 1,069 Trees Surveyed in a Week</i>	On-Site Monitoring by <i>USDA/Cooperative ALB Project Employees</i> and Review of Daily Reports
<i>50% Deduction From Moneys Due</i>	N/A	<i>Less than 1,039 Trees Surveyed in a Week</i>	On-Site Monitoring by <i>USDA/Cooperative ALB Project Employees</i> and Review of Daily Reports
Public Relations	Work Must Be Completed Without Inconvenience or Disruption to the General Public and Property Owners	No More Than 2 Instances of Disruption or Inconvenience to the General Public or Property Owners	Complaints Received from the General Public and Property Owners; Observation of Contractors' Employees
	Work Sites Must Be Restored to Original Condition	0 Tolerance	Complaints Received from General Public and Property Owners, Observation of Contractor's Employees

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Property Damage Is is Promptly Dealt With. Insurance Claims are Filed Within 24 Hours Incident. Property is Restored to Original Condition Expeditiously	0 Tolerance	Complaints Received from General Public and Property Owners, Government Follow-up with Complainant
Employees are Courteous and Responsive when Interacting with the General Public and Property Owners	No More than 1 Incident	Valid Complaints Received from General Public and Property Owners

XXI. CONTRACTOR QUALITY ASSURANCE

According to the Inspection of Services clause, FAR 52.246-4 INSPECTION OF SERVICES - FIXED PRICE (Aug 1996), located at Section E.1 of this solicitation, the Government will evaluate the Contractor's performance under any contract awarded under this solicitation for ALB in the State of New York. For those tasks identified in the Contractor Performance Standards of the PWS, the COR, COTR, or other designated representative of APHIS will follow the methods of surveillance specified above. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR, COTR, or designated APHIS representative will require the Contractor's Project Manager, or representative at the site, to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation, only acknowledgment that he or she has been made aware of the defective performance. Government surveillance of tasks not listed in the Contractor Performance Standards of the PWS (such as provided for by the Inspection of Services clause) may occur during the performance period of contracts awarded under this solicitation. Such surveillance will be done according to standard inspection procedures, or other contract provisions. Any action taken by the Contracting Officer, as a result of surveillance, will be in accordance with the terms of the resulting contract.

XXII. MINIMUM QUALIFICATION REQUIREMENTS -

- a. At least one employee on each crew working within ten (10) feet of energized conductors must be a qualified line clearance tree trimmer, *and certified in electrical hazard safety*.
- b. At least one member of the company shall possess either a certificate as an "**ARBORIST**" from the International Society of Arboriculture (I.S.A.) or an equivalent certification.

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- c. Documentation certifying that the majority of the company's work for the past three (3) years has been primarily in the performance of tree maintenance work.
- d. The Contractor shall be certified by the New York State Department of Agriculture and Markets to perform work within the Asian Longhorned beetle quarantine zone.
- e. *The Contractor shall comply with all applicable laws and regulations of the U.S. Department of Labor and U.S. Immigration and Naturalization Service. Undocumented workers are not authorized to work on this contract.*

XXIII. CONTRACTOR'S REPRESENTATIVE

The Contractor shall designate a representative to serve as Project Manager. The Contractor's Representative (CR) shall be present at the work site at all times work under this contract is being performed. The CR shall maintain regular communications with the APHIS COR until daily survey work is satisfactorily completed and the Contractor's employees are released for the day by the COR. The Contractor, or his/her designated CR, shall be available by telephone or cellular telephone for a period of up to two (2) hours from the time daily survey work is completed and contract employees are released for the day.

XXIV. SPECIAL INSTRUCTIONS TO OFFERORS

Offerors shall include the following information in their proposals:

- a.. References from previous clients over the last two years of similar work performed by the offeror of comparable size. A minimum of 3 references is required. Include a description of the work performed, who the work was performed for, when it was performed, value of the contract, point of contact, address, and telephone number.
- b. A list of proposed vehicles and equipment to be used under this contract at the time of the pre-construction meeting (For approval see Appendix, Page 12).
- c. Copies of all certifications, permits, and registrations, specified in this PWS.
- d.. A "certificate of insurance" from the prime Contractor, and all Subcontractor's, showing evidence of insurance coverage at the required levels. Refer to Section I.9.

FAILURE TO PROVIDE THE INFORMATION IDENTIFIED ABOVE WILL RENDER AN OFFEROR NONRESPONSIVE AND INELIGIBLE FOR AWARD.

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT**XXV. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held at the Olmsted Center, Flushing Meadow Corona Park, Flushing, New York on July 27, 2000, from 9:00 A.M. to 1:00 P.M. All serious offerors must pre-register to attend by faxing a memo to the Contracting Officer, care of Gloria Benson, at (612) 370-2106. The memo shall include the name of the company, point of contact, telephone number, number of people that will be attending and their names, and any questions you may have about the solicitation. Attendance is limited to 2 people per company.

The purpose of the conference is to discuss the Asian Longhorned Beetle Eradication Project and the Solicitation, primarily, the “performance work statement” (the Governments expectations for the contract) to ensure industry-wide understanding of performance objectives that will be required for the contract, the evaluation criteria that will be used in selecting a Contractor, and to answer questions from interested companies. Questions may be faxed to the Contracting Officer, care of Gloria Benson, at the fax number above. Questions received from the floor will not be answered at the conference unless submitted in writing to the Contracting Officer prior to the start of the conference and there is adequate time for the Government to consider the question.

Refer to Section L.9 for additional terms and conditions for the pre-proposal conference.

XXVI. DIRECTIONS TO THE OLMSTED CENTER

By Train: Take the 7 local to Willets Point/Shea Stadium. Coming out of the turnstiles at the station, go down the stairway on the left into the parking lot. Walk straight towards the end of the parking lot (Shea Stadium should be across the road on your right). The Olmsted Center is the one-story white building at the other end of the lot, and the front entrance is around the building to the left.

Driving: Traveling West on the Grand Central Parkway (from Van Wyck Exp, L.I.E. Westbound): Take the exit for Flushing Meadow/Corona Park and Tennis Center. At the end of the exit ramp, turn left (the Tennis Center should be on the right). Go under the bridge, the Olmsted Center is the one-story white building, on the right. Make the first right turn after the Olmsted Center, to go around the building to the parking lot.

Traveling East on the Grand Central Parkway (from Manhatten/Triborough Bridge/B.O.E.): Take Northern Blvd. exit, merge way to the right. Take sharp right at the bottom of exit ramp (Shea Stadium should be on your left). Go straight through the rotary, and under the bridge (which is Roosevelt Avenue). Take immediate left towards the parking lot, Olmsted Centre is a one story white building on the right.

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XXVII. EVALUATION FACTORS FOR AWARD

Award preference will be given to qualified HUBZone small businesses, small disadvantaged businesses, and women-owned businesses. Contract award decisions shall be in accordance with the evaluation factors for award located in Section M of this solicitation. Negotiated acquisition procedures will be used in accordance with the provisions of Federal Acquisition Regulation (FAR), Part 15.

C.1 AGAR 452.211-73 ATTACHMENT TO STATEMENT OF WORK/SPECIFICATIONS (FEB 1988)

The attachments to the Statement of Work/Specifications listed in Section J are hereby made a part of this solicitation and any resultant contract.